

## **Chapter 14.02 Administrative Mechanisms**

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### **14.02.010 Purpose.**

- A. The purpose of this chapter is to define the general responsibilities of the Planning Director (Director) and the development review committee (DRC).
- B. This chapter is not intended to address the responsibilities of the Director in areas outside of planning administration.

### **14.02.020 Planning Director.**

- A. The Director, as the duly authorized representative of the Mayor, is charged with the responsibility of drafting updates to city policies and regulations, and carrying out the provisions of the Comprehensive Plan and the Unified Development Regulations (UDR) for Duvall. For the purposes of Title 14, all references to the “Director” refer to the Planning Director.
- B. The Director shall serve in an advisory capacity to the Hearing Examiner, Planning Commission, and City Council in comprehensive planning and land use matters as set out in DMC 14.08.
- C. The Director shall make land use decisions as set out in DMC 14.08, Permit Processing, and other sections of this title.
- D. The Director, while retaining overall responsibility, may delegate specific tasks to other staff members.

### **14.02.030 Planning Director – Duties.**

- A. The Director shall process land use applications in accordance with this Title and shall make recommendations on development proposals. Specific responsibilities of the Director include, but are not limited to:
  - 1. Prepare supplemental land use application requirement checklists;
  - 2. Issue, prepare and circulate State Environmental Policy Act (SEPA) determinations as required by law and serving as the responsible official;
  - 3. Prepare and publish all public hearing notices related to land development activity;
  - 4. Manage the DRC;
  - 5. Provide information to the finance department regarding time and costs incurred with regard to development applications. The finance department shall be responsible for monitoring development deposit accounts, collecting development fees, and sending deposit refunds related to land use applications;
  - 6. Process land use applications, including hiring consultants if necessary, preparing staff reports, and making recommendations to the decision-maker on land use applications or making decisions as applicable.
  - 7. Prepare and distribute agendas and minutes for Planning Commission, City Council, and Hearing Examiner meetings.

**14.02.040 Hearing Examiner – Land Use.**

The office of the land use hearing examiner, “Examiner”, is created pursuant to Chapter 35A.63.170 of the Revised Code of Washington (RCW) to hear applications for projects subject to the regulations designated in this Title and the Duvall Municipal Code. Specific regulations related to the Examiner are set out in Title 2 of the DMC.

**14.02.050 Building Official.**

- A. The office of the Building Official is established to administer and enforce the building and construction codes.
- B. The rules, regulations, and procedures under which the Building Official shall operate are established in Title 10 of the DMC.

**14.02.060 Development Review Committee – Purpose.**

The purpose of a development review committee (DRC) is to create a staff committee to bring multidisciplinary knowledge and judgment to situations that emerge through the application of these development regulations and other matters related to planning, design, and development.

**14.02.070 Development Review Committee – Composition.**

- A. A DRC is created consisting of the Planning Director, Public Works Director and/or City Engineer, Building Official and Fire Chief.
- B. At their discretion and when the situation warrants, the DRC may also include the City Attorney and other department heads.

**14.02.080 Development Review Committee– Duties.**

- A. The DRC shall review land use applications and construction drawings for consistency with city codes and regulations.
- B. The DRC shall act in an advisory capacity to the Director or the Public Works Director/City Engineer as applicable.